



MEMBER POSITION DESCRIPTION OUTLINE

This outline is a training tool designed to help new AmeriCorps program staff create a strong member position description. It will be most helpful when used alongside the Grant Terms and Conditions, AmeriCorps Regulations, and other CNCS-specific guidance. The outline is for reference only; it does not contain citations for all AmeriCorps grant or program requirements. Additional information on member position descriptions may be found on the National Service Knowledge Network: <http://www.nationalservice.gov/resources>.

Guidance documents referenced in this outline (available at <http://www.nationalservice.gov/build-your-capacity/grants/managing-ameri-corps-grants>):

- AC = Terms and Conditions for AmeriCorps State and National Grants
- 45 CFR = AmeriCorps Regulations
- FAQ = AmeriCorps State and National Policy Frequently Asked Questions

A member position description is a required component of the member service agreement. It should accurately, completely, and specifically describe the activities to be performed by each AmeriCorps member. Each AmeriCorps member enrolled in the Member Portal must have a position description on file before she/he begins service. Member position descriptions must also be available for inspection by CNCS, state commission, tribal or national program staff, and as part of an audit or investigation of the CNCS Office of Inspector General.

SECTION	REQUIREMENTS
AMERICORPS MEMBER NAME	N/A
AMERICORPS MEMBER POSITION TITLE	N/A
PROGRAM	N/A
SITE LOCATION	N/A
PURPOSE	N/A
DESCRIPTION OF DUTIES	<ul style="list-style-type: none">• Confirm that the member duties are not prohibited activities as outlined in 45 CFR §2520.65.• Confirm that the AmeriCorps member position description follows the requirements related to supplementation, duplication or displacement of staff as outlined in 45 CFR §2540.100 (e) – (f).• Confirm that the member position description clearly describes recurring access to vulnerable populations as outlined in 45 CFR §2510.20.

Adapted from CNCS—AmeriCorps State and National Outline 2017 –Member Position Outline
www.nationalservice.gov/sites/default/files/resource/Member-Position-Description-Outline_1.pdf



	<ul style="list-style-type: none"> Confirm that duties meet the requirements of members as Team Leaders, if relevant for the program design (AmeriCorps FAQ C.56).
QUALIFICATIONS	<ul style="list-style-type: none"> At a minimum, members must be high school graduates, GED recipients, working toward attaining a high school diploma or GED during their term of service. Members must agree to obtain either a diploma or GED before using an education award. Include the full list of member eligibility requirements in 45 CFR §2522.200(a). Confirm that member agrees to provide information to establish eligibility and to complete a National Criminal History Check as outlined in 45 CFR §2522.202.
TERM OF SERVICE	<ul style="list-style-type: none"> Confirm that the position description follows requirements in AC, IV.E, AC V.A.
TIME REQUIREMENTS	<ul style="list-style-type: none"> Confirm that member training hours meet the requirements of 45 CFR §2520.50.
ORIENTATION AND TRAINING	N/A
BENEFITS	<ul style="list-style-type: none"> Amount of the Segal AmeriCorps Education Award being offered for successful completion of the term of service in which the individual is enrolling (AC V.B.3) Amount of the living allowance the member will earn if applicable (AC VIII.A) Healthcare coverage, if applicable (AC VIII.D) Childcare coverage, if the member qualifies (AC VIII.E and 45 §CFR 2522.250) Student loan forbearance and interest payments, if the member qualifies (FAQ G.7)
EVALUATION AND REPORTING	<ul style="list-style-type: none"> Include the member performance evaluation requirements in the grant year terms and conditions (AC V.E).
SUPERVISOR NAME AND CONTACT INFORMATION	N/A
OTHER CONSIDERATIONS	N/A